



April 19, 2005

**MEMORANDUM FOR ALL SENIOR PROCUREMENT EXECUTIVES AND
DIRECTORS, OFFICES OF SMALL AND DISADVANTAGED BUSINESS
UTILIZATION**

FROM: Teresa Sorrenti
Program Manager
Integrated Acquisition Environment (IAE)

SUBJECT: Follow-up Request for Agency Points-of-Contact for the Electronic
Subcontracting Reporting System (eSRS) and Meeting
Announcement

I am pleased to announce an orientation meeting for the agency coordinators (points-of-contact) for the Electronic Subcontracting Reporting System (eSRS). The meeting will be held in the main auditorium of the General Services Administration, 1800 F Street, NW, 20405 on April 29, 2005, from 9:00 a.m. to noon. The agenda will include an overview of the eSRS, an explanation of the roles and responsibilities of the agency coordinators, and an actual demonstration of the system. It is extremely important that each Federal Agency send at least one representative to this meeting.

In my memorandum dated February 1, 2005, I asked you to identify a primary and secondary point-of-contact for the eSRS. I am enclosing a list of the agencies that have responded to date. If your agency is not on this list, please designate a primary and secondary agency coordinator at this time and ask them to reserve April 29th for the orientation meeting. Please email the names and contact information for these nominees to my deputy, Earl Warrington, by COB Friday April 22, 2005 at integrated.acquisition@gsa.gov.

For more information on eSRS go to www.acqnet.gov and click on Electronic Subcontracting Reporting System News. A home page for the eSRS will be operational later this month and will contain an updated version of the Frequently Asked Questions that currently appear on AcqNet.

Thank you very much for your cooperation and interest. Please contact me at (703) 872-8610 or Mr. Warrington at (703) 872-8609 with questions or comments.

Enclosure: Agencies Responding with eSRS Coordinator Nominees

Agencies Responding with eSRS Coordinator Nominees

Agency Name
Department of Agriculture
Department of Education
Department of Energy
Department of State
Department of Transportation
DHS
DoD
Defense Security Cooperation Agency
Air Force Contracting/EB
Air Force SADB
Army SADB
DCMA/Contracting/EB
DCMA/SADB
DFAS Contracting
DLA/SADB
DMDC/SIAD
DPAP
Missile Defense Agency (MDA) Bus Ops
Missile Defense Agency (MDA)/SADB
Navy Contracting/EB
Navy SADB
OSD/SADB
WHS A&PO
EPA
GSA
NASA
HHS
National Science Foundation
Smithsonian Institution
SSA
U.S. AID
U.S. Air Force
Veterans Affairs
Department of Commerce
Department of Treasury
Internal Revenue Service
Department of Labor